



Electoral regulations applicable to all candidates

Introduction

These regulations are made to govern the conduct of elections required by the Royal Society of Chemistry and are approved by Council. These regulations may not be altered from the time nominations open until the election result is officially declared.

Diversity

The RSC wishes to encourage broad representation on our governance bodies, drawing upon those with industry and academic or other relevant backgrounds, and to have members who can represent the diversity of the RSC's membership in terms of geographical location, gender, ethnicity and age range, and interest in the breadth of the chemical sciences.

Vacancies

The following vacancies will occur at the Annual General Meeting on 12 July 2017

- President Elect
- Honorary Treasurer
- Four Ordinary Members of Council
- One Elected Member of each of the Membership and Qualifications Board and the Science, Education and Industry Board
- President Elect of Divisions
- Honorary Secretary of Analytical Division Council
- Two elected members of Division Councils

Nominations and terms of office for President Elect

There will be a vacancy for RSC President Elect to take office from the close of the 2017 AGM. He/she will assume the office of President from the close of the 2018 AGM until the close of the 2020 AGM where he/she will take office as Immediate Past President until the close of the 2021 AGM.

Any Fellow (or Honorary Fellow who also meets the criteria for admission as Fellow), except the serving President and Immediate Past President is eligible for nomination as a candidate for President Elect.

Nominations may be made by the Council, on recommendation from the Nominations Committee. For a valid nomination by the Council, not less than two-thirds of the members voting must give affirmative votes. Other valid nominations require the support of fifty members. No member shall support more than one candidate.

Nominations and terms of office for Honorary Treasurer

There will be a vacancy for RSC Honorary Treasurer to take office from the close of the 2017 AGM, for a three-year term, until the close of the 2020 AGM.

Any Fellow (or Honorary Fellow who also meets the criteria for admission as Fellow), is eligible for nomination as a candidate for Honorary Treasurer.



Nominations may be made by the Council, on recommendation from the Nominations Committee. For a valid nomination by the Council, not less than two-thirds of the members voting must give affirmative votes. Other valid nominations require the support of fifty members. No member shall support more than one candidate.

Nominations and terms of office for Ordinary Members of Council

There will be four vacancies for Ordinary Members of Council to take office from the close of 2017 AGM, for a four-year term, until the close of the 2021 AGM.

Any member, except an Ordinary Member who has served on Council at any time since the close of the 2015 AGM, is eligible for nomination.

Nominations may be made by the Council on recommendation of the Nominations Committee. Other valid nominations require the support of fifteen members. No member shall support the nomination of more than one candidate for election as an Ordinary Member.

Nominations and terms of office for Elected Member of Boards

There will be one vacancy for Elected Member of each of the Membership and Qualifications Board (MQB) and the Science, Education & Industry Board (SEIB) to take office from the close of the 2017 AGM, for a three-year term, until the close of the 2020 AGM.

Any member is eligible for nomination to serve on MQB or SEIB¹. No member may be a candidate for election to more than one Board.

Valid nominations require the support of five members. No member shall support the nomination of more than one candidate for election to each Board.

Nominations and terms of office for President Elect of Divisions

There will be a vacancy for President Elect of Faraday and Materials Chemistry Divisions to take office from the close of the 2017 AGM. He/she will assume the office of President from the close of the 2018 AGM until the close of the 2021 AGM where he/she will take office as Immediate Past President until the close of the 2022.

Any member of the respective Division is eligible for nomination as a candidate for President Elect of the Division¹. No member may be a candidate for election to more than one Division.

Nominations may be made by the respective Division Council, of which not less than two-thirds of the members voting must give affirmative votes for the nomination to be valid. Other valid nominations require the support of five respective Division members. No member shall support more than one candidate.

Nominations and Terms of Office for Honorary Secretary of Analytical Division Council

There will be a vacancy for Honorary Secretary of the Analytical Division Council to take office from the close of the 2017 AGM, for a three-year term, until the close of the 2020 AGM.

Any member of the respective Division is eligible for nomination as a candidate for Honorary Secretary of the Division Council¹. No member may be a candidate for election to more than one Division.



Nominations may be made by the respective Division Council of which not less than two-thirds of the members voting must give affirmative votes for the nomination to be valid. Other valid nominations require the support of five respective Division members. No member shall support more than one candidate.

Nominations and terms of office for Elected Members of Division Councils

There will be two vacancies for Elected Member of each of the Division Councils (Analytical, Chemistry Biology Interface, Dalton, Education, Environment, Sustainability & Energy, Faraday, Industry & Technology, Materials Chemistry, Organic) to take office from the close of the 2017 AGM, for a three-year term, until the close of the 2020 AGM.

Any member of the respective Division is eligible for nomination to serve¹. No member may be a candidate for election to more than one Division Council.

Valid nominations require the support of one respective Division member. No member shall support the nomination of more than one candidate for election to each Division Council.

¹ Refer to General Principles (3.11 & 3.12) for restrictions

Call for Nominations

By a date no later than the 1 February 2017 it shall be announced to all members the vacancies for members of Council, Boards and Divisions and to invite nominations from the membership to be submitted in the prescribed form by a date not later than 6 March 2017.

Elections

RSC will contract with Mi-Voice to manage elections for the vacancies on Council, Boards and Divisions. The 2017 elections will be conducted through electronic services only. There will be a request telephone line and website link available for our members who require a postal ballot pack to be sent.

If the number of nominations for any office does not exceed the number of vacancies, the nominated candidate(s) shall be deemed to have been elected at the 2017 AGM without a ballot.

If the number of nominations is less than the number of vacancies, the RSC Council or the appropriate Division Council shall fill the remaining vacancies.

If the number of nominations exceeds the number of vacancies for any office, the Chief Executive shall, by a date not later than 22 May 2017 cause Mi-Voice to make available to those eligible to vote a ballot document with a list of vacancies for which there is to be a contest and the names and candidate information for each candidate who has been nominated.

The ballot documents shall also state a date, not less than four weeks from the date of making the ballot form available, when the vote must be received by Mi-Voice in order to be counted.

The accidental omission to make available a ballot form to a member, or the non-receipt of a ballot form by any member, shall not invalidate any election but, in the event of dislocation of postal or electronic services or other incident resulting in the loss or late delivery of a substantial number of ballot forms, or in a failure of electronic access, the President, on receipt of a request signed by not fewer than ten members, shall decide, on behalf of the Council or Division Council, whether or not the election should be invalidated and a fresh ballot arranged.



In the event of a ballot being required, Mi-Voice shall be responsible for the counting of electronic and postal votes.

Prior to the Annual General Meeting Mi-Voice will provide the Chief Executive with the result and the Independent Scrutineers' report. This report shall be presented at the Annual General Meeting and, on the results of the voting, the Chair shall announce the names of those duly elected.

If in a ballot equal numbers of votes are cast for two or more candidates in respect of one vacancy, the issue shall be decided by Mi-Voice, by drawing lots.

Eligibility to vote

All members of the Royal Society of Chemistry who are correctly registered and have paid their fees by 1 April 2017 will be eligible to vote in all the 2017 elections. Members will be eligible to vote in the Division Council elections that they are subscribed to.

Casual Vacancies

The Council may appoint any eligible person or persons from among the members of the RSC to fill any casual vacancy amongst the Officers and Ordinary Members of Council and Elected Members of Boards. A Division Council may appoint any eligible person or persons from among the members of the RSC to fill any casual vacancy amongst the Officers and Elected Members of the Division Council.

A casual vacancy on Council, Boards and Divisions shall be deemed to have arisen if an Officer or an Ordinary Member of Council or an Elected Member of a Board or Division dies, resigns or ceases to hold office or to serve. With the exception of the President Elect, any person so appointed shall hold office or serve as a Member of the Council, Board or the Division Council for the remainder of the period for which the person replaced was elected and shall then retire, but shall be eligible, if duly nominated, for immediate election in the same capacity for the full period for which a newly-elected Officer, Ordinary Member of the Council or Elected Member of Board and the Division Council, would be eligible in accordance with the By-laws and these Electoral Regulations.

Interpretation

The Nominations Committee shall adjudicate on any matters of interpretation of these Regulations and the conduct of the elections.



Guidance for Candidates for President and Chair of Trustees

The President chairs Council, the overall body responsible for the government and control of the Royal Society of Chemistry, ensuring that Trustees fulfil their duties and responsibilities for the proper governance of the RSC. The role holder must be a strong advocate for the chemical sciences and the Royal Society of Chemistry.

The general responsibilities of the President are set out in By-law 58 of the Royal Charter "The President shall preside at General Meetings of the Society and at meetings of the Council and shall regulate the order of the proceedings".

Information on RSC governance is available at <http://www.rsc.org/about-us/our-structure>

Term of Office

The President serves a four year term comprising one year as President Elect, two years as President and one year as Immediate Past President.

Role Profile

- Chair of Council and Trustee of the Royal Society of Chemistry
- Fellow of the Royal Society of Chemistry or meets the criteria to be admitted as a Fellow
- Regular UK and international travel
- Have a wide range of high level contacts in Industry, academia and other institutions worldwide
- Ensure good governance of the Royal Society of Chemistry
- Enable resources to be allocated to projects and ensure accountability for resources expended
- Ensure implementation of the strategic plan and that the Royal Society of Chemistry has the resources available, liaising with the CEO where appropriate
- Attend the Annual General Meeting and General Assembly
- Attend Annual Trustee Training

Information on the RSC strategy is on the website <http://www.rsc.org/about-us/our-strategy/>

Key Accountabilities

To work with the Honorary Officers, (this includes the Honorary Treasurer and the current President) Council members and the Leadership Team to develop the Royal Society of Chemistry Strategy.

To lead, manage and support Council members in formulating and achieving objectives derived from the Royal Society of Chemistry strategy.

To be a leading ambassador for the Royal Society of Chemistry through presentations to, and engagement with, industry and academia at national and international level, government and the public.

To facilitate Council Member engagement with government advisers, MPs, Funding Councils, and international partners in promoting the case for the Chemical Sciences and particularly to secure increased investment.

To oversee a wide ranging and proactive communication strategy that raises the Royal Society of Chemistry's profile.

Support & Training

The President Elect will receive induction and training in the role. The Royal Society of Chemistry provides on-going support and advice as and when required to ensure members get the best out of their time on Council. Furthermore, if attendance at RSC or external events is required, the President will be fully briefed.

Time Commitment

Being the Royal Society of Chemistry President and an ambassador for the Royal Society of Chemistry requires a significant time commitment. The President is expected to attend and Chair the four Council meetings per annum, normally held at the Royal Society of Chemistry's London premises in April, July and September, and in December in Cambridge. In addition, it is a requirement to attend the meetings below to ensure the efficient flow of relevant information between Council and the Leadership Team. Some UK and international travel may be



required. The role holder will be expected to Chair the Annual General Meeting upon becoming President. The AGM is held in conjunction with the July Council. There will also be email and other communication throughout the year. Attendance at the General Assembly, held over two days in an external location, is required. The role includes engagement at member events, influential activities and involves international travel. The role continues for another year as Past President to support the incoming President in their new role.

Meeting	Role of President	Meetings per annum
Council ¹	Chair	4
Honorary Officers ¹	Chair	4
Nominations Committee	Chair	1
Performance Management & Remuneration Committee (PMRC)	Member	3
General Assembly (external location)	Chair	1 (over 2 days)
Annual General Meeting ² (July)	Chair	1
Honorary Fellow Selection Pane	Chair	1

Key Knowledge and Skills

The role holder must have a broad knowledge, and experience of operating in a leadership role within a medium-sized complex organisation and or in academia with a strong skill set encompassing strategy development, objective-setting, monitoring and control.

The role-holder will be supported by the Head of Governance and properly briefed before each Council meeting.

The role holder must have a broad knowledge of the national and international environment in which the chemical sciences are practised, covering the key scientific disciplines, education, publishing, communication of related issues to both specialist and public audiences, and the context within which they are applied or delivered.

The role holder must have an understanding of how government policy is influenced, formulated and implemented at national, European and international levels.

The role holder should have experience of working at an international level, able to adapt to fit in with local custom and culture to foster effective relationships with staff, and international partners alike.

The role holder will have excellent written and oral communication skills (for internal and external engagement), including listening and persuasion. Media training will be provided and the role holder will be required to appear in the media and press on behalf of the Royal Society of Chemistry and the Chemistry community.

Keen understanding of the business landscape the Royal Society of Chemistry operates in and also of the needs of a not-for-profit business.

Nomination

Candidates must complete the nomination form available from the governance website at <http://rsc.li/vacancies-elections> or from election@rsc.org and return it by **6 March 2017** as indicated on the form.

Information required includes a brief C.V and a personal statement indicating how your skills and experience fits the role and what you would seek to achieve for the Royal Society of Chemistry during the period of office. The nomination form must not exceed one side of A4 and must be received, preferably electronically to election@rsc.org

¹ Council and Honorary Officers meeting are held over two consecutive days

² The AGM is at 5pm the day before July Council



Guidance for Candidates for Honorary Treasurer

The general responsibilities of the Honorary Treasurer are set out in By-law 60 of the Royal Charter: "The Honorary Treasurer shall have general responsibility for supervising the financial affairs of the Society and for advising the Council and its Committees on economic and financial questions".

Information on RSC governance is available at <http://www.rsc.org/about-us/our-structure>

Term of Office

The term of office from the Annual General Meeting in July 2017 will be for three years.

Context of the Role

- Trustee of the Royal Society of Chemistry
- Fellow of the Royal Society of Chemistry or meets the criteria to be admitted as a Fellow
- An advocate for the chemical sciences and the Royal Society of Chemistry
- Ensure good governance of the Royal Society of Chemistry
- Enable resources to be allocated to projects and ensure financial accountability for resources expended
- Ensure implementation of the strategic plan and that the Royal Society of Chemistry has the financial resources available liaising with the Executive Director of Finance where appropriate
- Must be able and willing to challenge the Finance Director and members of the Leadership Team, including the CEO
- Attend the Annual General Meeting and General Assembly
- Attend Annual Trustee Training

Information on the RSC strategy is on the website <http://www.rsc.org/about-us/our-strategy/>

Key Accountabilities

To advise the trustees (and the management) on the financial implications of the Royal Society of Chemistry's strategic plans and key assumptions included in management's operational plan and annual budget, especially those which are outside the agreed boundaries of management authority.

To be a leading ambassador for the Royal Society of Chemistry through presentations to, and engagement with, industry and academia, the government and public, at a national and international level.

To regularly review the performance of the CEO through the Performance Management and Remuneration Committee.

To ensure appropriate risk management techniques and financial controls are embedded throughout the organisation.

To guide and advise Council on the approval of budgets, accounts and financial statements.

To keep Council informed about its financial duties and responsibilities.

To confirm that the financial resources of the Royal Society of Chemistry meet its present and future needs and that there are appropriate reserves and investment policies.

To understand the accounting procedures and key internal controls to be able to assure Council that the Royal Society of Chemistry's financial integrity is sound.

To monitor the Royal Society of Chemistry's investment activity and ensure its investment policy is consistent with the Royal Society of Chemistry's policies, aims, objectives and legal responsibilities.

To oversee a wide ranging and proactive communication strategy that raises the Royal Society of Chemistry's profile.

Support & Training

The Honorary Treasurer will receive induction and training in the role. The Royal Society of Chemistry provides on-going support and advice as and when required to ensure members get the best out of their time on Council. Furthermore, if attendance at RSC or external events is required, the Honorary Treasurer will be fully briefed.



Time Commitment

Being the Honorary Treasurer requires a significant time commitment. There are four Council meetings per annum, normally held at the Royal Society of Chemistry's London premises in April, July, and October, and in December in Cambridge and the Honorary Treasurer is expected to attend. In addition, it is a requirement to attend the meetings below to ensure the efficient flow of relevant information between Council and the Royal Society of Chemistry. Some UK and international travel may be required. The role holder will be expected to attend the Annual General Meeting held in conjunction with the July Council. There will also be email and other communication throughout the year. Attendance at the General Assembly, held over two days in an external location, is required.

Meetings	Role of Honorary Treasurer	Meetings per annum
Council ³	Member	4
Honorary Officers ¹	Member	4
Finance & Resources Board	Chair	3
Publishing Board	Observer	3
Audit Committee	Advisory	3
Investment Committee	Member	3
Performance Management & Remuneration Committee	Chair	3
Annual General Meeting ² (July)	Member	1
General Assembly (external location)	Member	1 (over 2 days)

Key Knowledge and Skills

An individual with a broad knowledge of the financial aspects of a mid-sized enterprise either gained in industry or academia.

Have a broad knowledge of the RSC and of the environment in which it operates

Strong financial decision maker with a keen understanding of the business landscape the Royal Society of Chemistry operates in and also of the needs of a commercial not-for-profit business orientated environment.

Ability to identify and address complex business opportunities and to effectively appraise a wide range of business plans (including not-for-profit scenarios) and investment opportunities using sound commercial judgement.

Proven business, project planning abilities and knowledge of investment administration.

Strong communication skills, particularly well-developed capability to distil complex business issues and to present financial information clearly and effectively.

Proven ability to work with external advisers and Trustees in the development of appropriate financial strategies.

Strong inter-personal skills and the ability to influence at all levels within and outside the organisation.

The role holder will have excellent written and oral communication skills (for internal and external engagement), including listening and persuasion and have broad knowledge of a membership organisation being able to interact with its Members to help drive the strategic priorities forward. Media training will be provided and the role holder may be required to appear in the media and press on behalf of the Royal Society of Chemistry and the Chemistry community.

Nomination

Candidates must complete the nomination form available from the governance website at <http://rsc.li/vacancies-elections> or from election@rsc.org and return it by **6 March 2017** as indicated on the form.

Information required includes a brief C.V and a personal statement indicating how your skills and experience fits the role and what you would seek to achieve for the Royal Society of Chemistry during the period of office. The nomination form must not exceed one side of A4 and must be received, preferably electronically to election@rsc.org

¹ Council and Honorary Officers meetings are held over two consecutive days

² The AGM is at 5pm the day before July Council

Approved by Council, 8 December 2016



Guidance for Candidates for Ordinary Member of Council

Council Members are Trustees of the Royal Society of Chemistry and together make up Council (the overall body responsible for the government and control of the Royal Society of Chemistry). Council Members agree the overall strategic direction and high level objectives of the Royal Society of Chemistry. The General responsibilities of Ordinary Members of Council are set out in By-law 61 of the Royal Charter.

Information on RSC governance is available at <http://www.rsc.org/about-us/our-structure>

Term of Office

The role of Council Member is a four year term.

Context of the Role

- Trustee of the Royal Society of Chemistry
- Member of the Royal Society of Chemistry or meets the criteria to be admitted as a Member (any membership level)
- Ambassador and advocate for the chemical sciences and the Royal Society of Chemistry
- Ensure good governance and management of the Royal Society of Chemistry is upheld
- Through Council allocate resources and ensure implementation of the Strategic plan and accountability is upheld.
- Attend the Annual General Meeting and General Assembly
- Attend Annual Trustee Training

Information on the RSC strategy is on the website <http://www.rsc.org/about-us/our-strategy/>

Key Accountabilities

To work with the Council members and Leadership Team to develop the Royal Society of Chemistry Strategy.

To be a leading ambassador for the Royal Society of Chemistry through presentations to, and engagement with, industry and academia at national and international level government and the public.

To oversee a wide ranging and proactive communication strategy that raises the Royal Society of Chemistry's profile.

To facilitate engagement and provide support to other Council Members for promoting the case for the Chemical Sciences widely, and particularly for securing increased investment and engaging influentially with government advisers, MPs, Funding Councils, and international partners through all media outlets.

Support & Training

Council Members will receive induction and training in the role. The Royal Society of Chemistry provides on-going support and advice as and when required to ensure members get the best out of their time on Council. Furthermore, if attendance at RSC or external events is required, members will be fully briefed.

Time Commitment

Being a Council member requires a reasonable time commitment. There are four Council meetings per annum, normally held at the Royal Society of Chemistry's London premises in April, July and October, and in December in Cambridge. Ordinary Council members may also sit on at least one other committee and are expected to attend the Annual General Meeting held in conjunction with the July Council. There will also be email and other communication throughout the year. Attendance at the General Assembly, held over two days in an external location, is required.



Key Knowledge and Skills

Though not a requisite of being a Council Member, the role holder may have or be willing to gain the following key knowledge or skill set:

Knowledge of and experience of business management of a medium-sized complex organisation and or in academia with a strong skill set encompassing strategy development, objective-setting, monitoring and control.

Knowledge of the requirements placed externally on the Royal Society of Chemistry and internally through the Charter, By-laws, Trust Deeds and other charitable documentation.

Keen understanding of the business landscape the Royal Society of Chemistry operates in and also of the needs of a commercial not-for-profit business orientated environment.

Establish or have a wide range of high level contacts in Industry, academia and other institutions worldwide.

Understanding of how government policy is influenced formulated and implemented at national and European levels.

Experience of working at an international level, able to adapt to fit in with local custom and culture to foster effective relationships with staff, and international partners alike.

The role holder will have excellent written and oral communication skills (for internal and external engagement), including listening and persuasion and have broad knowledge of a membership organisation being able to interact with its Members to help drive the strategic priorities forward.

Media training will be provided, but the role holder may be required to appear in the media and press on behalf of the Royal Society of Chemistry and the Chemistry community.

Nomination

Candidates must complete the nomination form available from the governance website at <http://rsc.li/vacancies-elections> or from election@rsc.org and return it by **6 March 2017** as indicated on the form.

Information required includes a brief C.V and a personal statement indicating how your skills and experience fits the role and what you would seek to achieve for the Royal Society of Chemistry during the period of office. The nomination form must not exceed one side of A4 and must be received, preferably electronically to election@rsc.org



Guidance for candidates for Elected Member of Boards

Information on the work of Membership and Qualifications Board (MQB) and Science, Education and Industry Board (SEIB) is available on the websites:

MQB: <http://rsc.li/mqb>

SEIB: <http://rsc.li/seib>

and further information is available from the Board Secretaries:

MQB: David Barr barrd@rsc.org SEIB: Deidre Black blackd@rsc.org

Term of Office

The role of Board Member is a three year term.

Role Profile

- Member of the Royal Society of Chemistry (any membership level)
- Ambassador and advocate for the chemical sciences and the Royal Society of Chemistry
- Ensure good governance and management of Royal Society of Chemistry Boards
- Through the Boards, allocate resources and ensure implementation of the Strategic plan
- Attend Annual Board Training

Information on the RSC strategy is on the website <http://www.rsc.org/about-us/our-strategy/>

Support and Training

Members will receive induction and training in their role. The Royal Society of Chemistry provides on-going support and advice as and when required to ensure members get the best out of their time as an Elected Member. Furthermore, if attendance to RSC events is required, members will be fully briefed.

Time Commitment

Being a Board member requires a reasonable time commitment. There are three Board meetings per annum, which members are expected to attend normally held in London. Board members may also sit on at least one other committee. There will also be email and other communication throughout the year. Attendance at the General Assembly held over two days may be required.

Key Accountabilities

Work with Council, Board and Committee members and the Leadership Team to develop the Royal Society of Chemistry Strategy.

Be a leading ambassador for the Royal Society of Chemistry through presentations to, and engagement with, industry and academia at national and international level government and the public.

Oversee a wide ranging and proactive communication strategy that raises the Royal Society of Chemistry's profile.

Facilitate engagement and provide support with other Members for promoting the case for the Chemical Sciences widely, and particularly for securing increased investment and engaging influentially with government advisers, MP's, Funding Councils, and international partners through all media outlets.



Key Knowledge and Skills

Though not a requisite of being a Board Member, the role holder may have or be willing to gain the following key knowledge or skills set:

Knowledge of and experience of business management of a medium-sized complex organisation and or in academia with a strong skills set encompassing strategy development, objective-setting, monitoring and control and finance.

Detailed knowledge of the requirements placed externally on the RSC and internally through the Charter, By-laws, Trust Deeds and other charitable documentation.

Understanding the environment in which a learned and professional society operates and also of the needs of a highly commercial business, such as publishing, within the corporate world.

Establish or have a wide range of high level contacts in Industry, academia and other institutions worldwide.

Understanding of how government policy is influenced formulated and implemented at national and European levels.

Experience of working at an international level, able to adapt to fit in with local custom and culture to foster effective relationships with staff, and international partners alike.

The role holder will have excellent written and oral communication skills (for internal and external engagement), including listening and persuasion and have broad knowledge of a membership organisation being able to interact with its Members to help drive the strategic priorities forward.

Media training will be provided but the role holder may be expected to appear in the media and press on behalf of the Royal Society of Chemistry and the Chemistry community.

Nomination

Candidates must complete the nomination form available from the governance website at <http://rsc.li/vacancies-elections> or from election@rsc.org and return it by **6 March 2017** as indicated on the form.

Information required includes a brief C.V and a personal statement indicating how your skills and experience fits the role and what you would seek to achieve for the Royal Society of Chemistry during the period of office. The nomination form must not exceed one side of A4 and must be received, preferably electronically to election@rsc.org



Guidance for candidates for President of Divisions

Information on RSC governance is available at <http://www.rsc.org/about-us/our-structure>

Term of Office

The President of Faraday Division and Materials Chemistry Division serves a five year term comprising one year as President Elect, three years as President and one year as Immediate Past President.

Role of President

The President of a Division plays an important role as a leading figure in the associated community within the RSC. The Division President:

- Is a member of the Royal Society of Chemistry Division for which they are a candidate (any membership level)
- Has a wide range of contacts in industry and/or academia relevant to Division's activities. Ensure implementation of the Division's strategy
- Ensures good governance of the Royal Society of Chemistry Division Council
- Through the Division Council allocates the Division's budget and ensures accountability for monies disbursed
- Is an advocate for the chemical sciences and is an ambassador for the Division and the Royal Society of Chemistry
- Provides advice and guidance on furthering the Royal Society of Chemistry strategy as a member of the Science, Education & Industry Board.

Information on the RSC strategy is on the website at <http://www.rsc.org/about-us/our-strategy>

Activities & Commitments

Being a Division President requires a reasonable time commitment. In instances where attending a meeting is not possible a Division President typically nominates an alternate from the Division Council. The Division President:

- Chairs meetings of the Division Council, of which there are typically three per year.
- Is a member of the Awards Working Group which has oversight of the RSC Awards and Prizes. The Group also judges the RSC Prizes annually.
- Typically attends three meetings of the Science Education and Industry Board.
- Communication with RSC secretariat
- Liaison with RSC programme manager
- Represents the Division at events such as awards symposia and other Division activities.
- Usually attends the General Assembly held over 1.5 days.

Nomination

Candidates must complete the nomination form available from the governance website at <http://rsc.li/vacancies-elections> or from election@rsc.org and return it by **6 March 2017** as indicated on the form.

Information required includes a brief C.V. and a personal statement indicating what you will bring to the role and what you would seek to achieve for the Royal Society of Chemistry Division during the period of office. The nomination form must not exceed one side of A4 and must be received, preferably electronically to election@rsc.org



Guidance for Candidates for Honorary Secretary of Analytical Division Council

Information on RSC Governance is available at <http://www.rsc.org/about-us/our-structure>

Term of Office

The term of office is three years.

Role Profile

- A Member of the Royal Society of Chemistry (any membership level)
- To be a member of the Analytical Division
- To have a broad knowledge of the Royal Society of Chemistry
- To have an interest in the issues addressed by the Analytical Division
- To ensure good governance of the Royal Society of Chemistry Analytical Division Council
- To act as an ambassador for the Analytical Division and the Royal Society of Chemistry

[In the case of the Analytical Division, the Division Council member will become a Trustee of the Analytical Chemistry Trust Fund. Further details will be provided at a later date]

Information on the RSC strategy is on the website at <http://www.rsc.org/about-us/our-strategy>

Time Commitment

Being an Honorary Secretary of the Analytical Division Council requires a reasonable time commitment.

- There are three Division Council meetings per annum.
- Three meetings of the Analytical Division Trust Fund.
- There will also be email and other communication throughout the year.
- Attendance at the General Assembly held over two days

Support and Training

The Honorary Secretary will receive induction and training in their role. The Royal Society of Chemistry provides on-going support and advice as and when required to ensure members get the best out of their time on Analytical Division Council. If the attendance at RSC or external events is required, members will be fully briefed.



Key Accountabilities

To ensure the Analytical Trust Fund's (ACTF) activities are conducted in accordance with the ACTF guidelines.

To work with the Analytical Division President, Analytical Division Council members, other Division members, the Science Education & Industry Board and Royal Society of Chemistry management to develop the Royal Society of Chemistry and Analytical Division Strategy.

To be a leading ambassador for the Royal Society of Chemistry through engagement with industry, academia, the Government and public.

To oversee a wide ranging and proactive communication strategy that raises the Royal Society of Chemistry's profile.

To facilitate Member engagement with government advisers, MP's, Funding Councils, and international partners in order to promote the case for the Chemical Sciences and particularly to secure increased investment.

Key Knowledge and Skills

The role holder may possess or be willing to gain the following key knowledge or skill set:

Knowledge and experience of business management of a medium-sized organisation or in academia with a strong skill set encompassing strategy development, objective-setting, monitoring and control, and finance.

Knowledge of the requirements placed externally on the Royal Society of Chemistry and internally through the Charter, By-laws, Trust Deeds and other charitable documentation.

Understanding the environment in which a learned and professional society operates and of the needs of a sustainable business.

Establish or have a wide range of high-level contacts in industry, academia and other institutions worldwide.

Understanding how government policy is influenced formulated and implemented at national and international level.

Experience of working at an international level, able to adapt to fit in with local custom and culture to foster effective relationships with staff, and international partners.

Excellent written and oral communication skills (for internal and external engagement), including listening and persuasion and have broad knowledge of a membership organisation being able to interact with our Members to help drive the strategic priorities forward.

Nomination

Candidates must complete the nomination form available from the governance website at <http://rsc.li/vacancies-elections> or from election@rsc.org and return it by **6 March 2017** as indicated on the form.

Information required includes a brief C.V. and a personal statement indicating what you will bring to the role and what you would seek to achieve for the Royal Society of Chemistry Division during the period of office. The nomination form must not exceed one side of A4 and must be received, preferably electronically to election@rsc.org



Guidance for candidates for Elected Member of Division Councils

Vacancies for two members of each Division Council

Analytical, Chemistry Biology Interface, Dalton, Education, Environment, Sustainability and Energy, Faraday, Industry and Technology, Materials Chemistry, Organic

Information on RSC governance is available at <http://www.rsc.org/about-us/our-structure>

Candidates are advised to familiarise themselves with the RSC strategy as set by the RSC Council. The RSC wishes to encourage broad representation on Division Councils, drawing upon those with industry and academic or other relevant backgrounds, and to have members who can represent the diversity of the RSC's membership in terms of geographical location, gender, ethnicity and age range, and interest in the breadth of the chemical sciences.

Term of Office

The role of Division Council Member is a three year term.

Role Profile

- Member of the Royal Society of Chemistry (any membership level)
- Be a member of the Division for which they are a candidate
- Have a broad knowledge of the Royal Society of Chemistry
- Have an interest in the issues addressed by the relevant Division Council.
- Ensure good governance of Royal Society of Chemistry Division Council with an understanding of the Division Council rules and related governance documents, including the Charter and By-laws.
- Act as an ambassador for the Division and the Royal Society of Chemistry.

[In the case of the Analytical Division, the Division Council member will become a Trustee of the Analytical Chemistry Trust Fund. Further details will be provided at a later date]

Information on the RSC strategy is on the website <http://www.rsc.org/about-us/our-strategy/>

Activities and Commitment

Being a Member of Division Council requires a reasonable time commitment.

- There are three Division Council meetings per annum which the President chairs.
- There will also be email and other communication throughout the year.
- Attendance at the General Assembly held over 1.5 day.

Nominations

Candidates must complete the nomination form available from the governance website at <http://rsc.li/vacancies-elections> or from election@rsc.org and return it by **6 March 2017** as indicated on the form.

Information required includes a brief C.V. and a personal statement indicating how your skills and experience fits the role and what you would seek to achieve for the Royal Society of Chemistry during the period of office. The nomination form must not exceed one side of A4 and must be received, preferably electronically to election@rsc.org